

DIRECTOR OF CENTRAL INTELLIGENCE  
**Security Committee**

SECOM-D-480

27 MAR 1979

MEMORANDUM FOR: SECOM Principals  
Subcommittee and Working Group Chairmen  
Designated Observers

FROM:

[Redacted]

Executive Secretary

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SUBJECT: Attendance at SECOM Meetings

1. The number of persons attending SECOM meetings has grown in recent months to the point where space is at a premium and problems arise when sensitive topics are discussed.

2. Addressees are requested to see that their alternates or members of their organization do not attend Committee meetings unless there is an identified requirement and expectation of participation. Examples are:

- a. substituting for an absent Principal;
- b. required to advise a Principal on specific agenda item;
- c. introduction of new alternate;
- d. presentation of Report.

3. Your assistance in this matter will facilitate Committee procedures.

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